# ENTERING PROJECTS INTO THE GRT

**Project Tab**
- Project View
- Create Project
- Enter all Approved Projects from FY09 Financial Management Forms Workbook
- After Creating all Projects Return to Project List (in Project View)
- Click on Each New Project Created and Complete Information in Each Tab

**Project ($) Tab**
- Add Project Notes (if desired) and Funding for this Project (Project Description will pre-populate from Create Project)
- The "Project Notes" section is an excellent opportunity for subgrantees to advise the U.S. Department of Homeland Security (US DHS) how funds are being spent at the local level.

**Project Detail Tab**
- The Investment Alignment will need the Submission Type (State or UASI) and Investment Supported (one of the 8 State Investments) – These are both drop down boxes
- 2009 Investment Justification Target Capabilities will pre-populate based on the Investment Justification selected. Target Capabilities allows you to select one (1) Target Capability and up to four (4) Assigned Secondary Target Capabilities (choose the "best fit" for each project)
- Subgrantees will need to click "Save" when completed to make sure all selections are saved (as opposed to "Save and Continue")

**Allocations Tab**
- Where the money will be spent
- Solution Areas are Planning, Organization, Equipment, Training, Exercise, and Management and Administration (M&A)
- Need to complete funding in both Solution Area Subcategories and Disciplines
- (Subgrantees should also be reminded to double-check the "Solution Area" drop down box at the top left to make sure they are entering information into the appropriate Solution Area as this defaults to "Planning")

**Strategies Tab**
- Select Primary Goal (choose the "best fit" for each project) from State Goals and Objectives (UASI and Transit Goals and Objectives are below)
- Select Objective 1
- National Priority pre-populates after Objective is selected
- Urban Areas will need to select from the UASI Goals and Objectives (same sequence above applies)
- Transit Agencies will need to select from the Regional Transit Security Strategy Goals and Objectives (same sequence above applies)
- Remember to select the "best fit" for each project (may not match perfectly)

**Metrics Tab**
- Check the metrics exception: no metrics associated with this project.